# RFA Questions

## *FISCAL*

1. The RFA indicated that we are to submit the original, 2 copies and 4 CD's of the completed application. Are thumb drives acceptable in place of CD's?

> A: YES, we just ask that you do not include anything but the RFA document (the entire application including cover sheet and all program/financial forms) on each thumb/flash/jump drive or CD. Please DO NOT include the Federal ID Number of the lead agency on any of the forms being placed on the thumb drives / CDs.

Is the signature page required on the copies of the RFA going on CD/Thumb drive?

> A: Yes, but please DO NOT put the federal ID # of the lead agency on the signature page of the copies going onto the CD/thumb drive.

What needs to go on the CD/THUMB Drive versus the Original Paper Copy?

ORIGINAL PAPER COPY

1. Cover Sheet with Federal ID Number
2. Vendor Information Form
3. Audited Financial Statements
4. Copy of latest Entity Annual Report on file with the State Board of Accounts
5. All Items on the Submission Checklist

CD/THUMB DRIVE

1. Cover Sheet without Federal ID Number
2. All Items on the Submission Checklist (leaving off the lead agency Federal ID Number)

2. Can the lead agency include unemployment benefits in the "benefits" line item of the personnel budget? If so, is there a limit?

> A: Unemployment benefits are calculated by applying a percentage (percentage is determined by Department of Workforce Development) to a portion of the employee's salary, not the entire amount paid to an employee. The lead agency can include the applicable amount an organization pays for the employee prorated by the percentage of Full Time Equivalent (FTE) hours applicable to the grant. For instance if the employee is part-time or 50% FTE, only 50% of the amount paid for unemployment can be charged to the grant. All benefits should be shown separately, do not lump them together. You should have separate calculations for Health Benefits, payroll taxes, unemployment contributions, etc. Do not provide just one lump sum.

3. If the lead agency has a certain amount of money for salary and benefits, can both those amounts be rolled together into a contractual position? There's talk about positions being turned into contractual positions so as not to be responsible for health insurance and/or unemployment benefits.

> A: This issue should be addressed on a case by case basis. The total amount proposed for the contracted position must be comparable to what would have been approved for an employee position. There are other rules that apply when considering a contractor versus employee relationship that have nothing to do with an attempt to avoid responsibility for health insurance and/or unemployment benefits. These eligibility requirements to classify a person as a contractor versus an employee are not driven by ITPC or State of Indiana grant guidelines. Refer to the IRS's most recent independent contractor test is located at http://www.irs.gov/pub/irs-pdf/p15a.pdf go to page 6, Employee or Independent Contractor.

4. Are counties allowed to purchase promotional items in the new grant cycle?

> A: Counties are able to purchase promotional items on an individual request basis. The coordinator must submit a written request to the Regional Director for approval. Know that purchasing promotional items is greatly discouraged so the coordinator must really justify an expenditure.

5. Are coordinators/paid staff allowed to figure in raises for themselves in the new grant cycle?

> A: See RFA page 48, only coordinators/paid staff that have worked on the tobacco grant contract for more than a year are allowed a raise from tobacco grant funding, not to exceed 3%, ONLY IF THE LEAD AGENCY IS PROVIDING RAISES to all employees for the year. Only up to 3% of the increase can be charged to the tobacco grant if all other requirements are met.

6. What is the correct way to fill out the personnel line item in the budget form?

> A: For each person you are going to pay with ITPC grant funds you will need to include:
>
> a) Job Description describing the duties to be performed on the tobacco grant.
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> b) Provide the percentage of time the employee will be working on tobacco grant activities.
>
> c) Provide the annual salary for the person to be working on the grant and based on the applicable percentage of time the person will be working on the tobacco grant activities, show how much of the annual salary will be charged to the grant. Do the math on the form show ITPC how you got to that amount.
>
> d) Include an itemized list of the benefits line items to be charged to the grant do not include one lump sum. The benefits paid with tobacco grant funding must be the same as offered to all other similarly classified employees in the lead agency. If part-time employees are not provided benefits, the part-time person paid with tobacco grant

funding also would not be allowed benefits. No tobacco grant dollars can be used to enrich a position beyond what a lead agency would normally and customarily provide to the employee.

Some of the benefits ITPC would expect to see if they are offered by the lead agency to similarly classified employees would be **health insurance, dental, vision, etc**, list these separately and include the amounts for each. Also include separate line items for payroll taxes at 7.65%, the lead agency's applicable rate set by the Internal Revenue Service. Include unemployment at the rate stated provided to the lead agency by the Indiana Department of Workforce Development. Remember unemployment insurance rate is only applied to the first $9,500 of wages paid to an employee. The lead agency would charge only the total dollar amount as determined by the Indiana Department of Workforce Development, see http://www.in.gov/dwd/files/Employer_Handbook.pdf

7. If we are hired as a full-time ITPC coordinator, why do need to keep a log of our time & activities?

A: Each coordinator, regardless of full-time or part-time status must keep a log of hours worked and activities conducted to support the hours the lead agency is charging to the tobacco grant. It is not assumed that because a coordinator is hired full-time by the lead agency to conduct tobacco control work that the position has enough activities to support a full-time position. As an accountability check and balance to support the lead agency and the tobacco grant program, each coordinator must document hours worked and activities conducted on a **daily written log**. The lead agency should use this document as backup in the payroll files for each pay period. If the lead agency has a separate time sheet, the log is still required.

8. Due to the new Paid Media Agreement, will we have to pay for preparation of ads through Promotus?

A: If ads are selected from the electronic library, there will be no creative fee for tagging those ads for local use. The cost for placing those ads must be paid from your local grant. If you would like to retain Promotus to conduct the paid ad buy for you, you must pay them. Any work you request of Promotus that is not from the electronic library must be paid for from your grant. ITPC no longer has funding available to pay for Promotus' work on localized ads or other creative work. Get a written estimate from Promotus before you agree to get the work done so you can make sure it is within your budget. Do not forget to include the cost of the ad placement as well, so you do not exceed the total amount budgeted for media.

9. Will grant money carry over this year? What happens at the end of the 2011-2013 grant cycle?

A: ITPC can allow the grant money to carry over this year, if applicable and supported by in the RFA application. For this grant cycle, build a plan and provide a budget for it. ITPC will take into account funding remaining from the current grant cycle and new funding available for the grants in the 2011-2013 budget cycle. ITPC will not take a negative view on current grantees with dollars remaining, it is more desirable to be fiscally conservative and not spend all existing funding with the hopes that new dollars will be available at the same levels as in years past. As all know, we must wait until we have a Governor signed budget for the agency before we can move forward with contracts, the amount of appropriated dollars in House Bill 1001 can always change prior to the beginning of the new fiscal year and grant cycle.

10. How does ITPC feel about including interns as part of the grant proposal?

A: ITPC will consider the inclusion of interns the same as any other personnel position in an application. If an entity can secure the work of interns following existing rules at the Lead Agency, those will be given due consideration along with all other personnel positions in the application.

11. Can the cost of dues for Chamber of Commerce membership be included in the budget?

A: There must be a clear tobacco grant benefit for paying membership dues to any organization. A justification must be provided and will be approved on a case by case basis. The more pressing question is, is this a good use of your funding, does this expenditure advance the work of the tobacco grant program in my community? What obvious benefits will your organization derive from this membership? We cannot afford to continue to do things the way we have done in the past if those activities have not benefitted the grant or advanced the tobacco control work in your community.

12. Can the cost of website development/management be included in the budget?

A: All budget line item requests should be listed separately and a justification included in the budget narrative. How will this expenditure support and advance the tobacco control work in your community? There are currently many social website resources that can be utilized for this endeavor at little or no cost to an entity. ITPC will not approve expenditures to support activities that can be obtained in the market place more cost effectively from other sources. Upon request website development/management issues will be referred to Promotus Advertising as a media activity for alternative resources prior to approval.

13. Instead of other paid media we are considering a website and would like to put that in our request - first would that be considered okay as an expense and second would that be listed as a subcontract or just a general reimbursable item?

A: The assumption is that an organizational website will not be just for tobacco control and, therefore, should not be completely paid for out of ITPC funds. You can pro-rate the cost based on the proportion of tobacco control information on the website. It is a subcontract.

14. We have not had school VOICE groups in the past- if we decide to for the next grant cycle and want to give each school a stipend - would that be a mini-grant, sub-contract or something else?

A: It is a mini-grant or a subcontract.

15. Can we budget to attend the National Conference in late summer or fall?

A: The next National Conference on Tobacco or Health is being planned for 2012. No dates or location have been announced. Once more information about the conference is available and it is appropriate, then local grantees can amend their budgets to attend the conference.

16. When do we complete the entity annual report form?

A: The entity annual report form must be filed with the Indiana State Board of Accounts (SBOA) within 30 days after the end of your organizations fiscal year, be it a calendar year or other fiscal year. ITPC will contact the State Board of Accounts to get a listing of all forms filed. To ensure you are shown as having filed the form for grant review purposes, submit a copy of the most recent entity report form you filed to the SBOA with your grant application.

Is this to be included with the application for the previous grant cycle?

A: The requirement to file an entity annual report form E-1 is not new to entities receiving funding from State Government. If you received funding in the previous grant cycle you should have filed the form it is due each year within 30 days after the end of your entity's fiscal year. Provide a copy of the most recent E-1 form filed with the SBOA for your organization.

Does everyone need to fill out the Entity Annual Report form?

A: YES, it must be submitted to the State Board of Accounts, per the instructions for the form, within 30 days after the end of the business year for your entity. ITPC will be checking with the SBOA to see if current grantees are in compliance with this requirement prior to moving forward with a new contract for the next grant cycle. If a grantee is not in compliance a contract cannot be executed.

## *APPLICATION FORMS AND SUBMISSION LOGISTICS*

17. On the declarations page it is noted that, "It is ITPC policy that any organization or individual receiving funding from ITPC must agree as a condition of receiving funds that they will adopt a tobacco-free campus policy." Does this mean that a campus policy must be adopted before a grant will be funded or are we to work towards adoption of a tobacco-free campus during the course of the grant period?

A: The tobacco-free campus policy does not have to be in place before the execution of the contract, but the lead agency should be actively working towards a tobacco-free campus policy. If an application is received from a lead agency that has been in the program for more than one grant cycle and a policy is not in place, the lead agency needs to submit in writing an explanation from an authorized official of the agency why one is not in place and what steps are being taken to enact one. It is not enough to talk tobacco-free, the lead agency should demonstrate its commitment to a healthier tobacco-free lifestyle and adopt a policy for the organization.

18. Please specify in detail what is meant by, "Priority consideration will be given to applications demonstrating sufficient operating capacity to appropriately segregate duties and responsibilities." What exactly is ITPC looking for here?

> A: ITPC is looking for an organization that employs skilled individuals to manage the grant responsibilities including successfully completing the goals and objectives the organization set forth in the work plan; an individual to conduct and track the program activities and reporting those to ITPC monthly via survey monkey or another tool, as required; tracking, documenting, retaining all supporting documentation and timely submission of all quarterly and annual fiscal reports as a condition of the contract. There cannot be one person that manages all the duties to successfully complete the work plan, supervise him/herself, receive the funding, pay the expenditures, and timely submit all reports due to ITPC.

19. On the Summary of Coalition partners form, should all key partners be listed, or just the partners that have filled out a partner profile form?

> A: All partners should be represented on the Summary of Coalition Partners. A partner profile form should be completed for *at least one key partner from each sector*. For example, you may have 30 partners represented on the Summary of Coalition Partners, and only 14 partner profile forms completed by key partners.

20. What does it mean for my RFA application if I have missed a monthly program report or quarterly fiscal report?

> A: In order for your application to be considered for funding, you MUST submit ALL quarterly fiscal reports and spreadsheets that are outstanding. If you missed a monthly program report during the calendar year 2010, you MUST submit a log form with all activities recorded for the month that you missed. Ask your regional director if you are unsure of the month(s) that you missed. Submit log forms for missed monthly program reports to your Regional Director by March 24, 2011.

21. Do we need to get all document signatures in blue ink and if we make copies of electronic forms with signatures it won't be in blue ink, is that ok?

> A: No you do not need to get all document signatures in blue ink, it is desirable, but when you make copies, if you are not using a color copier, the signatures all show up black anyway.

22. Why does the format of the work plan form mess up when I try to continue to a second page?

A: There was a formatting error in the original construction of the form that has now been fixed. ITPC will send out a revised version to all applicants. If you have not received one please email bcole@itpc.in.gov .

23. Can ITPC send a sample work plan form (filled out) to show applicants what they should look like after this year's changes?

A: Yes, See attached Sample

24. On the workplan progress form example in the binder, I see that there is a section called "Additional Questions" at the bottom with the questions:

1. What is the "value added" of this grant to your community?
2. How can you work with counties around to you increase collaboration?

I do not see these questions in the form on the disk. If I didn't look in the binder at the example given I would have never known they were there. I'm pretty sure people will miss these questions if they aren't on the electronic version.

A: The omission of these questions was an error in formatting of the disc document. ITPC will send out the corrected version to all applicants. If you have not received this form please email bcole@itpc.in.gov .

25. Do all applicants have to complete the work plan progress form?

A: YES. If you are a first time applicant you will JUST need to complete the vision and goals section for each priority area since you will not have any progress to report for 2009-2011. If you are a previous/continuing grantee you will have to complete all of the sections.

26. How can local coordinators determine Quitline reach for the 2009-2011 grant cycle, in order to include the numbers in their work plan progress form?

A: County specific data for reach by the Indiana Tobacco Quitline is provided through the Quarterly Dashboard report. It is a contract requirement of grantees to monitor quitline data by using the reports provide by ITPC. However, ITPC can also provide this information upon request. We will be sending this data out to our current partners. If you have not received this information please email Katelin Ryan at kryan@itpc.in.gov .

27. Our coalition does not have an official chairperson. We have a spokesperson that could sign in lieu of a chairperson. Is this okay?

A: The coalition needs to officially appoint/elect a chairperson for the organization. The spokesperson does not necessarily translate to the leadership that a chairperson position provides for the coalition. In order for the organization to function as an organization, someone must be appointed/elected to make official decisions for the organization. ITPC will provide coalition training in order to formally organize a coalition. For contractual purposes someone with signature authority at the Lead agency **must** sign all contracts, that responsibility cannot be delegated to a spokesperson. For other documents in the RFA where a chairperson signature is required, one must be appointed to serve in that capacity for the organization in order for that signature to be binding on the organization.

## *PROGRAM GENERAL*

28. Is “women of influence” now passé? Or is this an ongoing project? One outcome of the training last week for those of us who attended from Greene County is the desire to host a “women of influence” event promoting women’s health, targeting for one, tobacco and women’s health issues. Are there still potential funds available for this?

A: Women of Influence was started in 2007 when Dr. Monroe was State Health Commissioner. The Office of Women’s Health provided mini-grants. The mini-grants are no longer available. However, if you can link an “Influence” event to an indicator and describe the expected outcome and future benefit, it is possible to write an Influence event into your work plan using ITPC money. Remember, the Women of Influence event (or any event for that matter) should be linked to the coalition’s policy strategy. We cannot, of course, spend money on food so all events will need contributing partners.

29. Where do the Rick Stoddard and Gruen Von Behren’s presentations fit in with regards to indicator?

A: Rick Stoddard presentations are a tool to promote the Voice movement and increase interest in Voice. Gruen Von Behren’s talks could be included in the communications plan to reach youth and parents. When bringing speakers into your community, always start with an objective and make sure the speaker you are choosing meets what you want to accomplish in your work plan.

30. Do you have to commit to an indicator in ALL priority areas (Priority Area 1 only has indicator #2)?

A: No, committing to Indicator 2 is optional. The only required indicators are 5, 11, 14, and 15. If you have a hospital or school that is not smokefree, indicators 4 and 7 are also required.

31. Where is the Health Provider Assessment Form located? It is mentioned in Indicator 11 under the deliverable that addresses holding face-to-face meetings with healthcare providers that serve pregnant women.

A: This form is no longer available and not a requirement of this year's RFA. The mention of this form was an error on ITPC's part.

32. What is a SMART objective?

A: Nothing will happen in the area of tobacco control unless we plan. Good work plans have goals and objectives. Setting goals and objectives correctly provides the necessary support and aids in their achievement. Before you dive into writing your work plan and setting SMART objectives, it's important to understand that there is a world of difference between *goals* and *objectives*.

- **Goals** relate to our purpose and vision. For example, ITPC has a goal of decreasing Indiana adult smoking rates.
- **Objectives** are the battle plan, the stepping stones on the path towards the achievement of the goal.

The four priority areas of ITPC are the goals we are looking to achieve in the work plan.

The most well known method for setting objectives is the **S.M.A.R.T.** way. S.M.A.R.T refers to the acronym that describes the key characteristics of meaningful objectives, which are **S**pecific (concrete, detailed, well defined), **M**easureable (numbers, quantity, comparison), **A**chievable (feasible, actionable), **R**ealistic (considering resources) and **T**ime-Bound (a defined time line).

SMART Objectives.pdf

33. I see that there is a new section on the work plan form called "Implementation and Maintenance" for the indicator and its activities. What are some examples of implementation and maintenance that you are looking for?

A: When the coalition passes a policy or puts a program in place, describe how the coalition will sustain the policy or program in this section of the work plan.

## *PROGRAM (INDICATOR SPECIFIC)*

34. What is Voice Hub Adult Ally training? (Indicator 2)

A: Periodically the Voice Hub Coordinators will offer Adult Ally training. An Adult Ally helps youth have their voice heard through meaningful engagement. An Adult Ally is the adult half of a healthy youth-adult partnership. Voice is Indiana's youth-driven movement against the tobacco industry. However, all successful youth movements have an element of adult support, guidance and supervision. The training helps adults to understand their important role in working with Voice youth.

35. If an organization is housed completely on the second floor of a building, does it have a campus? The organization itself is smokefree. (Indicator 5)

A: ITPC's desire is for the lead agency to demonstrate their commitment to a Smokefree workplace and tobacco-free living by developing a smoke free written policy for any facility or vehicle they own, rent or lease. If the lead agency is in a smoke-filled building, that sends a conflicting message to the community.

There are buildings that do not own the land adjacent, for instance a building on a city street. The sidewalks are owned by the city in this case and a lead agency has no control over the public walk-ways. In this situation, a lead agency may resolve to post a sign asking for the public to respect their wishes and please not use tobacco in that area. This kind of effort may be written in lead agency policy to address the physical location of the agency.

36. How will counties report TAP/TEG if all schools are smoke-free (in other words, counties that do not have indicator 7 selected).

A: If you are planning to do TAP/TEG you will need to include Indicator #7 in your work plan and report these activities under the deliverable that addresses conducting a policy implementation strategy with school administrators, as well as offering Indiana Tobacco Quitline and other tobacco treatment integration resources. You will also be expected to complete some of the other contract deliverables such as communicating the success or non-success of the TAP/TEG program annually to the school board.

37. I have been speaking with my local Housing Authority and my contact is saying that they don't have the right to mandate a 'no tobacco use' rule. Is this true? How does this affect indicator #8?

A: On July 17, 2009, the U.S. Department of Housing and Urban Development Office of Public and Indian Housing and Office of Healthy Homes and Lead Hazard Control issued a memo encouraging Public Housing Authorities to implement smoke free air policies. This memo can be found here: http://www.hud.gov/offices/pih/publications/notices/09/pih2009-21.pdf. ITPC will be providing training during the upcoming grant cycle to assist grantees in working with their local housing authorities.

38. Our Housing Authority does not own land. They provide financial assistance only. There are two government run complexes in our county (one is HUD, the other is Rural Development) Does this still meet the criteria for #8?

A: On July 17, 2009, the U.S. Department of Housing and Urban Development Office of Public and Indian Housing and Office of Healthy Homes and Lead Hazard Control issued a memo encouraging Public Housing Authorities to implement smoke free air policies. This memo can be found here: http://www.hud.gov/offices/pih/publications/notices/09/pih2009-21.pdf. ITPC will be providing training during the upcoming grant cycle to assist grantees in working with their local housing authorities**.**

39. If there is no community health center in a county, where should the coordinator focus efforts for Indicator 11.

A: While it is important to focus on community health centers, there are many other areas where our priority of "decreasing adult smoking rates" (pg. 11 RFA) can be focused on for success. Remember that the "ITPC Vision is for every health care provider, employer, institution and organization to know about and refer to the Indiana Tobacco QuitLine" (pg. 5, RFA). Therefore, it is important for you to identify providers, employers and organizations in your county that you want to work with and begin building your relationship as their "**tobacco control expert go-to person**." Also note, "The ITPC goal is to develop and enhance current tobacco treatment intervention systems by impacting a large number of tobacco users" (pg.40 RFA). This does not only include community health centers. The possibilities are endless, so go for it.

40. How can coordinators provide NRT at the local level, without using ITPC funds? (Indicator 11)

A: A few areas to consider:

- All health departments in Indiana receive tobacco Master Settlement Agreement (MSA) funds. Some health departments supply NRT to patients meeting a certain criteria (defined by health department). Check with your local health department to see if this service is available. If it is not, request the possibility of allocating some of those funds for NRT.
- Educate providers on the importance of writing prescriptions for NRT. This allows the patient to get them for co-pay or free depending on the medical insurance coverage they have.
- Educate employers on the value (actual $$ saved when employees quit smoking). Show them the value of incentive programs such as
    - supplying NRT for extended periods of time
    - Offering lower insurance rates for those who quit
    - Negotiating solid coverage for NRT with companies benefits provider

- Research funding opportunities for your lead agency to cover the cost of NRT
- Remember that the Indiana Medicaid program is one of only 6 states that have comprehensive coverage for NRT and cessation prescription drugs. They often cover up to 3 months of product.

41. For Indicator 12, is it a requirement for us to increase the number of preferred providers by 10 each quarter? Does it mean we have to just meet with 10 potential preferred providers and ask them or does it mean they have to actually become preferred providers? Do we only have to meet the requirement of signing 10 new providers per quarter if we choose indicator #12? Do we only have to meet the goal of signing up 5 preferred employers if we choose indicator #13?

A: The number of preferred network increases is based on the total population of each county. This number is to be used as a guideline. When submitting your work plan it is advisable for you to tell us what a **"realistic"** number is for you to increase each category. We will assess your recommendation by comparing it to your population. It is also important for you to develop a relationship with the entities already enrolled in the preferred networks in your county. Please refer to the ITPC Cessation Detailing Guide. This will ensure the execution and success of the QuitNow program. Developing your relationships and programs will result in a lower smoking rate in your county.

42. Are indicators 12 and 13 preferred, even though they aren't required?

A: Indicators 12 and 13 are optional. They were written for those coalitions that are prepared to take cessation systems change with the provider (Indicator 12) and/or the employer (Indicator 13) to the next level. Cessation Systems Change is an important statewide strategy because it sustains tobacco use treatment. However, it is still up to the coalition to choose the indicators.

43. Under Indicator 13, what defines worksite? Does this mean any establishment with 2 or more employees?

A: **Worksite** is defined as--the place where somebody is employed.
**Employer** is defined as--a person, business, or organization that hires and pays one or more workers.

44. How do we address indicator 14 if we have already been working on all of these deliverables? Do we just put them in as maintenance?

A: Each deliverable under Indicator 14 has a specific due date. Even though you may have previously worked on the deliverables under Indicator 14, they should still be included in the 2011-2013 work plan.

45. Under Indicator 15, there are two contract deliverables addressing Head Start and other disparately affected populations respectively. However, all of the deliverables address the Head Start project only. How are we to address both requirements of this indicator if the deliverables only address the Head Start project?

A: In this question, the word "deliverable" is used for "contract requirements". There are two requirements, one addresses outreach to Head Start Centers, staff and families. The second requirement is not limited to just Head Start.

Bullet point 2, under <u>Contract Requirements for Indicator 15,</u> page 21, says that each ITPC approved contract provide effort and outreach to disparate populations and organizations that serve disparate populations in order to secure input on all of the work plans from citizens representing a broad range of ethnic, racial, economic and educational backgrounds. Sample organizations are listed and your work plans should address these populations if there is opportunity in your community. Otherwise, some of your work with Head Start will overlap with these populations and should be so noted in the work plan.

These two requirements are not exclusive, but you will note that the deliverables are all "Head Start" directed and the action plans will all have an impact on the Head Start population

46. When the ITPC Executive Director sends out the introductory letter to the Head Start Directors, will a separate version be sent to those who we've already been working with, stating that there is an expectation that Head Start CONTINUES their partnership with us?

A: The letters will be tailored specifically for the communities to which they are being sent. If a community has been working with Head Start in the past THROUGH THE GETTING A HEAD START ON LIVING TOBACCO FREE PROGRAM, this will be indicated in the letter signed by the Executive Director.

47. Will there be NEW workshops offered for those who have already delivered training modules 1, 2, and 3? Although there may be some turnover among families, many of the families/staff at Head Start will have already heard this messaging at least once. We envision a challenge getting buy-in from our particular Head Start office to do repeat messaging, since the more we've asked to do for them, the more difficult it has been to get on their schedule.

A: Getting a Head Start Living Tobacco Free Training Modules 1, 2, and 3 will stay the same, aside from content changes as revisions are made from year to year to improve the modules based on feedback and lessons learned as the program is executed at the local level. Remember, repetition of these modules will help expand the knowledge at the Head Start Center and maintain the momentum of the program. As the toolkit was developed, there was a deliberate effort to keep the messages simple and concise. It can be beneficial for Head Start staff or families to hear any of the information two or three times. Because important information in the modules may change from year to year based on new data, ITPC program funding, Quitline service changes, etc, it is important that the coalition coordinator relay the most up-to-date information that is available.

48. Since Indicator 15 is required for all partners in the 2011-2013 grant cycle, are the partners currently in the pilot phase of Head Start required to repeat the deliverables in the new grant cycle?

A: Partners that participated in the pilot phase of Head Start can take one of two approaches with the upcoming grant. One option would be to work with another Head Start center. Another approach would be to work with the current center to gather ideas for maintenance of this program. Remember, repetition of these modules will help expand the knowledge at the Head Start Center and maintain the momentum of the program. ITPC will seek the advice of these partners in developing the next phase of the project.